

# KIPDA DISTRICT EARLY INTERVENTION COMMITTEE MEETING

November 28, 2005

## Minutes

K.I.D.S. Center, Louisville, Kentucky

Members/Designees Present: Lynn Webster, Beverly Hoover (for Eileen Deren)), Julie Leezer, Cindy Holmes, Jon Lee, Michele Harmon, Melinda Atkins, Barbara Borie, Becky Skrine, Karen Pass, Paula Carly (for Mona McCubbin).

Members/Designees Not Present or Represented: Sandy Milburn, Sue McGill, Ann Phillips, Shawna White, Angie Guest, Carrie Bearden, Ann Finney, Christie Dwyer.

Staff Present: Alicia Dailey and Anne Bolly.

Guests Present: Nancy Cali.

SUBJECT	DISCUSSION	ACTION
Introductions	Jon Lee, Ass't Professor of Early Childhood Special Education at Bellarmine and Michelle Harmon, parent volunteer, are new DEIC members. Nancy Cali, guest, is a PT provider.	
Minutes	October minutes were presented for review.	Minutes were approved.
Point of Entry Report	Cindy Holmes reported. <u>Referrals:</u> 167 referrals for October. <u>Child Find:</u> Optimist Club and Metro Pediatric. <u>Shortages:</u> SLP (all counties) and OT (Bullitt). <u>Issues:</u> POE developed strategies and implemented the following steps to improve our 45-day timeline, effective 11-7-05: 1) Changed the wording on our new referral letter and 2 <sup>nd</sup> contact letter to emphasize the timeliness of the process with new referrals and bring closure if families do not respond; 2) Developed a flow chart to give families at the initial visit, outlining the process and giving the 45-day date; 3) Emphasized that ISCs will remind families of the 45-day timeline at every juncture of the process	

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	<p>and ask for their cooperation; 4) Changed our Provider Referral Form adding the reminder of the requirement for timely submission of written report and giving the due date; 5) Emphasized the need to document in staff notes all attempts to meet the 45 days and report to Cindy the reason why it was not accomplished; 6) Developed procedure to follow if ISC completes more than 10 visits in a month and receives a new referral and to track those referrals that are delayed past 45 days due to ISC workload; 7) Asked Anne Bolly to send out email to providers about changes to ensure 45-day compliance; 8) Asked Alicia Dailey to send out email to providers about the use of the on call line, especially during the holiday season (The POE needs to know providers' availability); 9) Cindy requested to be on PSC Quarterly agenda to discuss 45-day strategies; 10) Cindy will monitor 45-day compliance on a monthly basis; 11) ISCs will inform Cindy of providers who do not meet their time line requirements. Cindy Holmes will in turn inform Anne Bolly or Cathy Moser as appropriate for assistance; 12) Cindy will monitor ISC workload to ensure adequate staffing.</p> <p>Question from Nancy Cali: If she accepts a referral but cannot get to it until the following week, can the POE wait until the following week to send it? Answer: No. Providers should not accept a referral if they cannot complete assessment and report within stated timeframe.</p> <p>Clarification from Anne Swinford reported: If at least one assessment has been completed, the team may proceed with the IFSP.</p>	
ICC	<p>Cindy Holmes reported. The chair (Lee Ann Jung) and vice-chair (Leisa Hutchinson) have resigned. Lee Ann Jung will remain on the ICC. The Executive Committee will review the by-laws for electing the chair and vice-chair. The nominating committee will bring names to the January ICC meeting. Regarding additional appointments to the ICC, Ms. Wilding said that the ICC should first clean up their list and see if people still want to be members. After this, verified vacancies can be submitted to Kim Townley.</p>	

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TAT Report	Alicia Dailey reported. She reviewed Jackie Sampers' duties as reported at the last state staff meeting, which include: 1) Implementing and training POEs on computerized version of the DOCS; 2) Recruit PLEs and provide TA; 3) Coordinate and chair the review panel; 4) Provide training for PLEs in such areas as 5-area assessments; 5) Conduct mandatory semi-annual meetings for PLEs (first one is 12/7; next one is 4/26/06); 6) Review PLE reports; 7) Update the PLE P & P manual; 8) Staff the ICC Evaluation Subcommittee; 9) Develop web-based referral system (biggest part of her job); 10) Provide input on child and program evaluation (to be used by Central Office).	
Cultural Diversity Workshop	Barbara Borie reported. It will be from 9 am-12 pm. It will not be mandatory and it will be free to all participants. We'll probably serve continental breakfast and lunch; maybe offer 3-4 awards for providers who exhibit best practice all the way around. We'll need to develop criteria. Could take nominations from PSCs and then a committee could review them anonymously. Barbara is willing to do on-line registration. Possible places: Baptist East, Spalding, Clifton Center, perhaps Bellarmine. We are planning for 50 people.	Alicia will contact speaker and get outline to Becky; Becky will talk to Denise about what is required for PT, OT, SLP and Nurse CEUs. Alicia will send out "Save the Date" email.
Treasurer's Report	Balance in KEIS account is \$743.	
Provider Fair	The DEIC probably won't do a fair this year but can send out the forms in January and have the updated provider book ready by the March PSC meeting. Discussion ensued about whether the DEIC should charge. It may have cost \$1000 for provider books last year.	
Mini-Conference	Anne Bolly suggested that we survey providers and see what they would be interested in. Becky Skrine suggested that we ask their top three (3) priorities. Lynn Webster offered Spalding as a potential space for the mini-conference.	Tabled until next month.
Community Fair	Lynn Webster stated that various programs will be available to both typical children and children with disabilities, up to age 21. It will be on 3/3/06. There is a minimal fee for a table and an extra charge for electricity and	

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	internet access.	
Transition Update	<p>Anne Bolly reported at Melinda Atkins' request. Shawna White was not present. Shawna White and Melinda Atkins are the new co-chairs of the JCPS Interagency Transition Committee. Issues: 1) The Transition conference is an IFSP meeting and all team members are required by regulation to attend and develop child-specific outcomes to prepare for successful transition. The meeting format will be changed to include more dialogue. 2) The Refusal Notice is not being included with the Non-Identifying Child Find List (NIL) as per the Rural KIPDA Interagency Transition Agreement. In instances where the parent refuses to allow a JCPS representative to attend the transition conference, the refusal form must be completed and turned in with the NIL at the PSC Quarterly meeting. 3) Some PSCs are not sending a copy of the transition plan to JCPS as per the JCPS Interagency Transition Agreement. It should be sent to Sheilah Miles. 4) PSCs are not receiving a copy of the IEP after the ARC meetings. JCPS committee members will work on this with the placement specialists. 5) First Steps team members are not being invited to the ARC meetings. JCPS committee members will work on this with the placement clerk.</p> <p>The JCPS Transition Committee will have a short training at the December 13 PSC Quarterly Meeting.</p>	
Other Issues	<p>1) <b>Lynn Webster</b> stated that EnTech's loan closet will be moved from Male High School to Spalding. There will also be a storage room for equipment. She is more than halfway finished with training people on AT policies across the state. 2) <b>Barbara Borie (from Angie Guest)</b> stated that on 3/23/06 there will be a Neonatal conference. We want to avoid this date when planning for the mini-conference. 3) <b>Michelle Harmon</b> suggested that the First Steps website have a conference calendar that would be interesting to parents. She also said that she would be interested in receiving information about new techniques. To deal with confidentiality issue, Georgia had parents to sign off if they wanted to receive information.</p>	

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	4) <b>Paula Carly</b> from LDOS has been given a grant to do statewide training for children who have sensory impairments. They will go throughout the state and do TA. Age range: 0-3.	More information forthcoming.
December Meeting Date & Place	Tentatively Monday, December 12 <sup>th</sup> .at 12:00 p.m.	Barbara Borie will confirm location so that Alicia may send out email.

**Next meeting: December 12, 2005, 12:00-1:30 p.m.  
Tentatively at Buck's Restaurant, 425 W. Ormsby**

**Agenda:  
Cultural/Racial Diversity Training  
Provider Networking Meetings  
Mini-Conference**